



# Sterling Volunteer Rescue Squad

*President*  
46700 Middlefield Drive  
Sterling, VA 20165

**Established in 1964**

**Winner of EMS  
Magazine's**

**2006 Gold Standard  
Service of the Year  
Award**

Sunday, December 07, 2008

**Subject: Request Approval of Sterling Rescue Retirement Points Documentation Process.**

Mr. Douglas Rambo, Chairman  
Loudoun County Fire Rescue  
803 Sycolin Road  
Leesburg, VA 20175  
703-517-1350

Dear Chairman Rambo,

Per our discussion today regarding the documentation of the Sterling Rescue member's training points and in an effort to reduce duplicative data and administrative burden on our volunteers; I am requesting that our process of approving these points be considered as appropriate and valid by the Commission. Currently, SVRS uses a Microsoft Excel spreadsheet for individual members to document their hours, positions held and methods of service. In addition to this spreadsheet, our department uses data gathered from our electronic patient care report software database to document operational service. The spreadsheets are filled out and submitted by each member and are reviewed individually by a supervisor who signs off on them either in physical or electronic format. Data from both of these methods is then entered into the county's web based application for submitting these points by the SVRS Points Administrator.

This letter is requesting verification from the commission that these methods of gathering, documenting and submitting retirement points are adequate and consistent with the Fire and Rescue System Guideline governing the points system and specifically to determine if the commission requires any additional paperwork be filled out and maintained by SVRS for the purposes of points verification.

Sincerely,

**Philip J. "PJ" Azzolina**  
*President, Sterling Volunteer Rescue Squad*  
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